

# Supplier Dispute Notification

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

We are writing to formally notify you of a dispute regarding the recent invoice [Invoice Number] dated [Invoice Date] for [Description of Goods/Services].

The specific issues we are facing include:

- [Issue 1 Description]
- [Issue 2 Description]
- [Additional Issues if any]

We believe it is important to address these discrepancies promptly. We request a thorough review of the mentioned issues and a response within [Number of Days] days from the date of this notification.

Thank you for your attention to this matter. We hope to resolve this issue amicably and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]